

Secondary Programs

Title: Program Reimbursement

The State Division provides added-cost funding to districts that offer an approved Professional-Technical Education program.

The formula requires an instructor to be teaching a minimum of three periods of reimbursed classes constituting an approved sequence of instruction during the year; which is at least .2 FTE (full-time equivalent).

The amount of funds each district will receive is calculated using a Unit Documentation Process (Form 10D). The Form 10D is due by October 15 each year in order to insure a timely reimbursement for program expenditures incurred. Payment of 70% of the calculated reimbursement is made to each eligible district when the unit documentation (10D) process is completed and approved. This payment is usually made between mid-December and early January. Final reimbursement of the added-cost funds is made when the district submits a reimbursement claim (Form 10R). The 10R is due by July 15 for the previous year's expenditures. Districts that do not submit their 10R by the designated due date are not eligible to receive the 70% payment the following year.

The secondary added-cost reimbursements are usually paid to a recognized public school district. Reimbursements are also made to other trustees who operate approved secondary Professional-Technical Education programs including postsecondary technical colleges, charter schools, and the Idaho School for the Deaf and the Blind (ISDB).

Contact Dan Petersen, Director of Research, at (208) 334-3216 or dpeterse@pte.idaho.gov.

Approved: July 1, 2005